



## **VOLUNTARY CERTIFIED ACCESS SPECIALIST PROGRAM**

### **INSTRUCTIONS**

### **CONTINUING EDUCATION EXTENSION REQUEST**

**INSTRUCTIONS:** Carefully read all instructions before completing form [DSA-606: Continuing Education Extension Request](#).

- **Submit this form with your Certification Renewal Application and fees.**
- **This form is for use in renewing your Certified Access Specialists (CASp) certification only.**
- Print out and complete form DSA-606 on a typewriter or print in blue or black ink.
- Answer all applicable questions completely, accurately, and thoroughly. The information you provide will determine whether your extension will be granted or denied.
- Incomplete applications, omitting relevant information, or providing false or misleading information may be a cause for non-renewal.
- Sign and date the form DSA-606.
- Submit this form with the required form [DSA-600 - Candidate Eligibility and Certification Renewal Application](#) (and/or forms [DSA-604](#) and [DSA-605](#), as appropriate), and the fees for certification renewal.

**FEES: Note – All Fees are Non-refundable.** The total fees for certification renewal (Government Code Section 4459.8(b)) are \$500.00, consisting of:

**\$200.00 Verification of Continuing Education Units prior to Certification Renewal Fee:** This fee will cover administration costs for reassessment of qualifications related to renewal of certification, prior to expiration of the current term of certification. This fee is due at the time the application for certification renewal is submitted and **prior** to the expiration of applicant's current certification.

**\$300.00 Certification Renewal Fee:** This fee covers the cost for program administration over an additional three-year term of certification. This fee is due upon notification of approval of CASp renewal.

#### **GENERAL INFORMATION:**

##### **What is a continuing education extension?**

If granted, the CASp has an additional 90 days, from the certification expiration date, to furnish evidence showing compliance with all continuing education requirements.

##### **Who qualifies for a continuing education extension?**

Any CASp who has submitted evidence of completing attendance of 15 hours of continuing education and the DSA finds that some portion of the submission is or will not be acceptable. If an applicant for renewal has submitted, in good faith, evidence of completion of continuing education which the CASp had reason to believe would qualify them for CASp renewal, but the DSA finds that the evidence submitted does not qualify, the DSA may extend the renewal for 90 days in order to allow the renewing applicant to submit additional evidence of compliance, which satisfies the requirements.

##### **The following situations may also qualify the CASp for an extension:**

**Health:** Health reasons of such a duration that prevent attendance.

Consideration for health reasons must also include written verification (*on physicians letterhead*) from a physician providing the general nature of the illness or condition that precluded attendance, the date that the illness or condition occurred, reasons that a correspondence offering or on-site offering could not be attended, and an estimate of the time when recovery may be achieved.



**Military:** Active duty in the military service with assignment to a permanent duty stationed outside of the United States during the last 18 months of a certification period.

Extension requests for military service out of the country for more than 18 months must be accompanied by appropriate documentation and/or substantiation from the commanding officer.

**Other:** Extension may be granted based on other compelling reasons beyond the control of the applicant while engaged as a CASp.

**What explanation or documentation is needed?**

Extension requests under any of the above conditions must be in writing on the form DSA-606 and contain a full explanation of the reasons that necessitate an extension including the number of hours already completed, if any, and why courses/offerings were not attended during the period of the CASp's current certification.

Such reasons as not being aware of the continuing education requirement, or not previously having time to attend will not be considered sufficient to warrant an extension.

**All requests must be accompanied by a properly completed DSA-600 renewal application (and/or forms DSA-604 and DSA-605, as appropriate), and fees, and received by DSA PRIOR to the certification expiration date.**

A request for an extension should be as complete and factual as possible; an incomplete request may require additional correspondence which may delay the final decision. Each request will be considered on an individual basis.

**A CASp certification which has expired and has not been renewed will become inactive pending an extension being granted. If the extension is denied and all conditions of certification renewal have not been met, you will be required to RE-QUALIFY (including submittal of all forms and payment of all fees) through the examination process before the renewing applicant can again become a Certified Access Specialist.**

It is the applicant's responsibility to determine that all CEU requirements have been met. Applicants who are unsure if they qualify for an extension should refer to the Certified Access Specialist website under Certification Renewal at

<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t8> or contact the CASp program Certification Unit at [CASprogram@dgs.ca.gov](mailto:CASprogram@dgs.ca.gov).